



State of Wisconsin  
Department of Workforce  
Development

## ***You're invited to the MILWAUKEE LABOR LAW CLINIC!***

- December 5th, 2006 (Tuesday)                      ● 8:00 a.m. - 3:30 p.m.
- Clarion Hotel and Conference Center            ● Milwaukee, WI

Here's what's on the program:	8:00 a.m. - Registration/Check-in 8:30 a.m. - <i>(sharp)</i> KICKOFF 8:45 a.m. - <u>"Deciding Who Is Eligible for Unemployment Insurance Benefits"</u> Carol Kincaid 10:00 a.m. - <i>Break</i> 10:15 a.m. - <u>"How To Conduct a Labor Standards Self-Audit"</u> Bob Anderson 11:45 a.m. - <i>Lunch</i> 12:30 p.m. - <u>"You be the Unemployment Insurance Judge"</u> Bill McKeown 1:45 p.m. - <i>Break</i> 2:00 p.m. - <u>"Understanding the Principles of Worker's Compensation"</u> Sherman Mitchell 3:15 p.m. - <i>Wrap-up, adjournment</i>
Time?	Registration begins at 8:00 a.m. Program begins at 8:30 a.m. Lunch is at 11:45 a.m.
What's the cost?	\$77 Substitutions allowed. <b>PRICE INCLUDES:</b> Juice, coffee, and rolls upon arrival, refreshments at breaks, and lunch; handouts for all presentations on the agenda, plus other DWD handouts.
Site?	Clarion Hotel and Conference Center, 5311 S. Howell Ave. Milwaukee, WI 53207 (414) 482-8896
Here's how to register:	<b>Complete and return the form that appears below.</b> Seating is limited, so early advance registration is recommended. No discounts allowed for multiple reservations, missed meals, etc. <b>Note: Last day for refunds or cancellations is December 1, 2006. Registrations not canceled by this date shall be subject to full payment of the registration fee.</b> Contact IAWP at (414) 962-7223 if you wish to confirm that your registration was received or to cancel. Please keep all of the above information for future reference and return only the reservation form below.

**PLEASE RESERVE \_\_\_\_\_ SEATS at the Milwaukee Labor Law Clinic at \$77 each for a total of \$\_\_\_\_\_.**  
Make checks payable to: **IAWP**

Name(s) 1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

Company/firm Name \_\_\_\_\_

St. Address (P.O. Box) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

**TO REGISTER:** Mail this form together with payment to IAWP – Labor Law Clinic, 3214 N. Bartlett Ave., Milwaukee, WI 53211, **OR**, FAX to IAWP at (414) 962-6946. **NOTE:** To ensure your registration is accepted, please send payment immediately.

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## **HERE'S WHAT WE'LL COVER!**

**8:45 a.m. “Deciding Who Is Eligible For UI Benefits”** Provides an overview of the primary issues affecting employee eligibility and employer liability for Unemployment Insurance benefits. Includes a discussion of quits, discharges, offers of work, work available, and how terms such as ‘able to work’ and ‘available for work’ are defined by UI. Offers an opportunity for the audience to ask, and get answers to, questions about how and why UI benefits are paid.

**10:15 a.m. “How to Conduct a Labor Standards Self-Audit”** Explains how employers can conduct a “self-audit” to assess their current compliance with various labor standards laws. Provides information about the Labor Standards Bureau’s wage claims process and audits, including potential penalties that can be assessed against employers. Also covers topics such as an explanation of time and payroll record-keeping requirements of state law and suggestions as to how employers should document their fringe benefits, work rules, and disciplinary action policies.

**12:30 p.m. “You Be the UI Judge”** Reviews actual, contested UI case summaries, allowing the audience to decide how they would rule if they were the Administrative Law Judge. Covers issues such as discharges, quits, suspensions due to physical restrictions, and other miscellaneous specialty areas. Cases chosen and session led by an experienced UI Administrative Law Judge.

**2:00 p.m. “Understanding The Principles Of The Worker’s Compensation Law”** Focuses both on an overview of the key principles underlying the WC system and on practical, useful ideas for employers to implement in handling WC claims. Includes advice on establishing an effective injury reporting process, receiving employee accident reports, communicating with WC insurance carriers, investigating reports of work-related injuries, and steps to follow when presenting evidence on behalf of employers at hearings.

## **HERE ARE YOUR PRESENTERS!**

**CAROL KINCAID** Carol is an Unemployment Benefit Specialist currently assigned to the Disputed Claims unit. She has worked in UI for about 25 years as an adjudicator, a Quality Control auditor, and a fraud investigator. In her current position she trains and evaluates adjudicators, provides technical assistance on more complex claims, acts as an expert witness in UI appeals hearings, and responds to inquiries from employers, claimants and the legislature. Carol received a B.S. in Political Science from the University of Wisconsin-Whitewater in 1973.

**ROBERT ANDERSON** has been with the Department since 1975 and had been the state's labor standards audit and wage claim section chief since 1978. He also has been an equal rights field investigator for two years. Currently, he is the Director of the Labor Standards Bureau of the Equal Rights Division. He is a 1970 graduate of the University of Wisconsin-Oshkosh.

**WILLIAM D. MCKEOWN** is an Unemployment Insurance Division Administrative Law Judge working out of DWD's Milwaukee Hearing office. He conducts formal hearings and issues written decisions covering eligibility for Unemployment Insurance and related issues. He has been with DWD since 1974. He is a 1970 graduate of John Carroll University, University Heights, Ohio with a B.A. in History. His law degree was received in 1973 from the Catholic University of America, Washington, D.C.

**SHERMAN MITCHELL** has been an Administrative Law Judge in the Worker's Compensation Division for 18 years. He is the Chief Attorney and Supervisor of the Milwaukee and Appleton Hearings Offices. He received a Bachelor of Arts degree in Mass Communications and Journalism from the University of Wisconsin - Milwaukee in 1977, and a Juris Doctor degree from the University of Wisconsin in Madison in 1982.

## **IS THIS YOUR FIRST CLINIC?**

**THIS DAY LONG CLINIC** will include speakers from the Unemployment Insurance and Equal Rights Divisions with detailed information and practical guidance to help employers avoid violating state laws and rules in the topic areas on the Clinic agenda. This educational program contains information that will help employers prepare for state agency hearings and other administrative proceedings, if they become necessary. There will be ample opportunities to ask questions of the presenters, all of who are experts in the laws and programs of which they speak.

**THE WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT** does not discriminate on the basis of disability in the provision of services or in employment. If you need assistance in using this service, please contact us. Deaf, hearing- or speech-impaired callers may reach us through the Wis. Telecommunication Relay System (WisTRS).

A schedule of **future labor law clinics** can be viewed on the Department of Workforce Development website at:

<http://dwd.wisconsin.gov/laborlaw/>

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